



## **EXERCISE 12: ON-DEMAND EVENT MAINTENANCE**

With On-Demand Event Maintenance, you can run an individual through the entire Benefits Administration process – from event scheduling to enrollment confirmation-from a single page. The purpose of On-Demand Event Maintenance is to allow you to quickly process employees on an as-needed basis; it will not work for processing groups of employees.

### **STEP 1: GO TO ON-DEMAND EVENT MAINTENANCE.**

**Navigation: Benefits>Manage Automated Enrollment>Events>On-Demand Event Maintenance**

1. Enter Emplid of employee and hit Search Button at the bottom of the page.
2. Click on yellow Event Status Update button. This will take you to Event Status Update where you can view status of employee.
3. Click on the yellow OK button at the bottom of the page. You will return to the original On-Demand Event Maintenance page. Yellow buttons will indicate the choice of actions you have.
4. If status is "Program Assigned", select the yellow Prepare Options button.
5. If the event does not have an affect on benefits (such as a pay rate change), the status will change to 'Finalized-Prepared None' and the event will close. All the buttons on this page will be grayed out. No further action is needed.
6. If the event does have an effect on benefits, benefit options will be prepared. You will then need to select the yellow Election Entry button and enter the benefit elections. Once you have entered the benefit elections, select the yellow OK button at the bottom of the page. You will return to the original On Demand Event Maintenance page. The status will have changed to entered.
7. If you are finished entering the benefit elections, select the yellow Validate/Finalize button. After the process runs, the status will change to "Finalized/Enrolled" and the event will close. No further action is needed.

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NOTE: You **cannot** print an enrollment statement or confirmation statement through On-Demand Event Maintenance. If you want to print an enrollment/confirmation statement, you will need to use **Benefits>Manage Automated Enrollment>Participant Enrollment>Print Enrollment Statements.**

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8. When processing terminations, you will need to check the Finalize/Apply Defaults box. Then you need to select the yellow button for Validate/Finalize. After the process runs, the status will change to "Finalized-Enrolled". No further action is needed.



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If you notice that all buttons are grayed out and you need to complete additional processing to close out an event, it may be necessary for you to go all the way back to On-Demand Event Maintenance and hit search again to refresh the page. When processing more than one event for an employee, we have found this to be necessary. After you do this, you will be able to access the necessary yellow buttons to continue processing.

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Questions or problems, contact the ITD Service Desk at 328-4470 or [itdservicedesk@nd.gov](mailto:itdservicedesk@nd.gov)